Professor WINDOWS™

individual
SOFTWARE INCORPORATED

Tutorial
Series

INDIVIDUAL'S
Professor WINDOWS™

Produced by
Individual Software Incorporated

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INTRODUCTION

ABOUT PROFESSOR WINDOWS

Congratulations on your purchase of **Professor WINDOWS**!

Like all INDIVIDUAL Training programs, **Professor WINDOWS** has been designed to meet very specific instructional objectives. INDIVIDUAL Training programs are easy to run and easy to understand.

Professor WINDOWS captures the essence of learning about Microsoft Windows in its own environment, while providing you with such features as:

- easy-to-use menus
- step-by-step helpful instructions
- flexible routing, putting you in control of your path through the course
- interactive graphic displays to make learning easy
- supports both mouse and keyboard methods
- a variety of exercises that let you practice your new skills
- reviews to help you measure your progress

ABOUT THE COMPANY

Founded in 1981, INDIVIDUAL Software is a leading PC software developer specializing in computer-based tutorials and unique productivity software for microcomputers.

INDIVIDUAL's commitment to developing high quality products has made the company the recognized leader in the training software market. Experts and new users agree that INDIVIDUAL training is both effective and enjoyable.

SYSTEM REQUIREMENTS

These are the minimum system requirements for Professor WINDOWS:

- Windows 3.0 or later, installed
- One 1.2MB 5-1/4" or 720k 3-1/2" disk drive
- Hard disk
- Graphics Adapter Card (IBM EGA, VGA, Hercules Graphics Card or compatible)

***NOTE**: 360k 5-1/4" diskettes are available by special order or by checking the appropriate box on the Customer Service card provided in the back of this manual.*

INSTALLING PROFESSOR WINDOWS

ABOUT INSTALLATION

There are two methods of installing Professor WINDOWS.

- From the DOS prompt
- With Microsoft Windows running

Both methods require that Microsoft Windows is already installed and functioning. Microsoft Windows requires a hard disk. Likewise, Professor WINDOWS is designed to run quickly and efficiently on a hard disk. The installation procedure automatically sets up Professor WINDOWS to run on your computer's hard disk.

INSTALLING PROFESSOR WINDOWS FROM THE DOS PROMPT

Follow these instructions to install Professor WINDOWS on your hard disk. If you have already installed Professor WINDOWS, skip this section. You only need to install Professor WINDOWS once.

1. **Turn on your computer and get a C> prompt.**
2. **Insert Professor WINDOWS' Diskette 1 in your diskette drive.** (The following instructions use Drive A as the example drive.)
3. **Change to Drive A.**

Type:	Press:
A:	**Enter**

4. **Start the installation.**

Type:	Press:
WIN INSTALL	**Enter**

   Windows is loaded for you, and you will be asked to which drive and directory to copy the Professor WINDOWS files. You can accept the default C:\PROFWIN, or backspace and type in a new drive and directory name.

   Mouse: **click OK**

   Keyboard: **press Enter**

   Install will copy the files, and prompt you to insert other Professor WINDOWS disks. Follow the instructions on the screen, clicking **OK** or pressing **Enter** as required.

5. **After the installation is complete.**

   You will be notified when Professor Windows has successfully completed the installation process. Click **OK** or press **Enter** to acknowledge. You can then choose to run Professor WINDOWS immediately by clicking **OK** or pressing **Enter**. If you do not want to run Professor Windows at this time, press **Esc** to return to Windows.

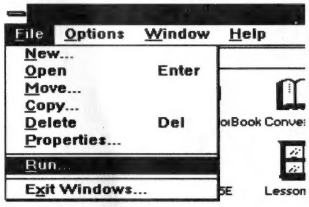
   You can exit Windows and return to the DOS prompt by pressing **Alt** + **F4**.

INSTALLING PROFESSOR WINDOWS WITH MICROSOFT WINDOWS RUNNING

Follow these instructions to install Professor WINDOWS on your hard disk. If you have already installed Professor WINDOWS, skip this section. You only need to install Professor WINDOWS once.

Both Microsoft Windows and Professor WINDOWS support mouse and keyboard operations. The following instructions describe how to use both methods.

1. **Insert Professor WINDOWS' Diskette 1 in your diskette drive.** (The following instructions use Drive A as the example drive.)



2. **Start Windows (if it is not already running).**

Type:	Press:
WIN	**Enter**

   This will load Microsoft Windows' Program Manager.

3. **Select the File menu and choose Run.**

   Mouse: **click on File and then Run**

   Keyboard: **press Alt + F and then type R**

4. **Start the installation.**

   Type:
   A:INSTALL

   Mouse: **click OK**

   Keyboard: **press Enter**

   You will be asked to which drive and directory to copy the Professor WINDOWS files. You can accept the default C:\PROFWIN, or backspace and type in a new drive and directory name.

   Mouse: **click OK**

   Keyboard: **press Enter**

   Install will copy the files, and prompt you to insert other Professor WINDOWS disks. Follow the instructions on the screen, clicking **OK** or pressing **Enter** as required.

5. **After the installation is complete.**

   You will be notified when Professor Windows has successfully completed the installation process. Click **OK** or press **Enter** to acknowledge. You can then choose to run Professor WINDOWS immediately by clicking **OK** or pressing **Enter**. If you do not want to run Professor Windows at this time, press **Esc** to return to Windows.

   You can exit Windows and return to the DOS prompt by pressing **Alt** + **F4**.

USING PROFESSOR WINDOWS

ABOUT STARTING PROFESSOR WINDOWS

There are two ways to start Professor WINDOWS:

- From the DOS prompt
- With Microsoft Windows running

STARTING PROFESSOR WINDOWS FROM THE DOS PROMPT

Follow these instructions to run Professor WINDOWS after you have installed it to your hard disk.

1. **Turn on your computer, and get a C> prompt.**
2. **Change to the \PROFWIN directory or other directory where Professor WINDOWS is located.**

Type:	Press:
CD \PROFWIN	**Enter**

3. **Start Professor WINDOWS.**

Type:	Press:
INSTRUCT	**Enter**

STARTING PROFESSOR WINDOWS WITH MICROSOFT WINDOWS RUNNING

Follow these instructions to run Professor WINDOWS after you have installed it to your hard disk.

Both Microsoft Windows and Professor WINDOWS support mouse and keyboard operations. The following instructions describe how to use both methods.

1. **Turn on your computer. If Windows does not start immediately, at the C> prompt start Windows:**

Type:	Press:
WIN	**Enter**

   This will load Microsoft Windows' Program Manager.

2. **Open the INDIVIDUAL Training program group.**

   Mouse: **double-click on the INDIVIDUAL Training icon**

INDIVIDUAL Training

   Keyboard: **press Alt + W and type the appropriate number for INDIVIDUAL Training**

   If the icon is not visible, use the Keyboard method. Press **Alt + W** to see a list of all program groups and choose INDIVIDUAL Training.

3. **Start Professor WINDOWS.**

   Mouse: **double-click on the Professor WINDOWS icon**

   Keyboard: **use ← → ↑ ↓ to highlight the Professor WINDOWS icon and press Enter**

   If the icon is not visible, use the Keyboard method. Press **Alt + hyphen** and press **X** to maximize the window to its full size.

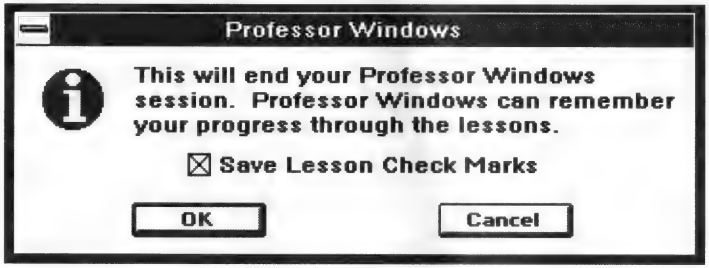
EXITING PROFESSOR WINDOWS

There are two ways to end your session with Professor WINDOWS:

- You can select **Exit** from the Main Menu.
- You can press **Ctrl + X** at any time, from anywhere in the course.

When you **Exit**, you will leave Professor WINDOWS and return to Microsoft Windows. You will be asked if you would like Professor WINDOWS to remember your progress in the course by saving the lesson check marks.

Professor Windows displays the following message when exiting:


Professor Windows
This will end your Professor Windows session. Professor Windows can remember your progress through the lessons.
Save Lesson Check Marks
OK
Cancel

❖ Press **Alt + F4** to exit from Microsoft Windows.

UNINSTALLING PROFESSOR WINDOWS

If you need to free hard disk space, or for any other reason, to uninstall (erase all of the files and the directory) Professor WINDOWS, please read the following instructions.

1. **Load Microsoft Windows.**

Type:	Press:
WIN	**Enter**

2. **Open the Main group icon.**

   Mouse: **double-click on icon**

   Keyboard: **press Alt + W and type the appropriate number for Main**

3. **Open the File Manager.**

   Mouse: **double-click on icon**

   Keyboard: **press ← → to highlight File Manager, and press Enter**

4. **Select the drive where Professor WINDOWS is copied.**

   Mouse: **click once on the drive**

   Keyboard: **use Tab to move to the drive selection area, use ← → to highlight the drive, and press Enter**

5. **Select the PROFWIN directory.**

   Mouse: **click once on the directory name and press Delete**

   Keyboard: **use Tab to move to the directory selection area, use ↑ ↓ to highlight the directory name. Then, press Delete**

   Choose **Delete** to delete the directory and all of the files. You can choose **Cancel** if you do not wish to delete at this time.

6. **Close the File Manager and open the INDIVIDUAL Training program group.**

   Mouse: **press Alt + F4. Then, double-click on the INDIVIDUAL Training icon**

   Keyboard: **press Alt + F4. Then, press Alt + W and type the appropriate number for INDIVIDUAL Training**

   If the icon is not visible, use the Keyboard method. Press **Alt + W** to see a list of all program groups and choose INDIVIDUAL Training.

7. **Delete the Professor WINDOWS icon from the Program Manager.**

   Mouse: **click on the Professor WINDOWS icon and press Delete**

   Keyboard: **use ← → ↑ ↓ to highlight the Professor WINDOWS icon and press Delete**

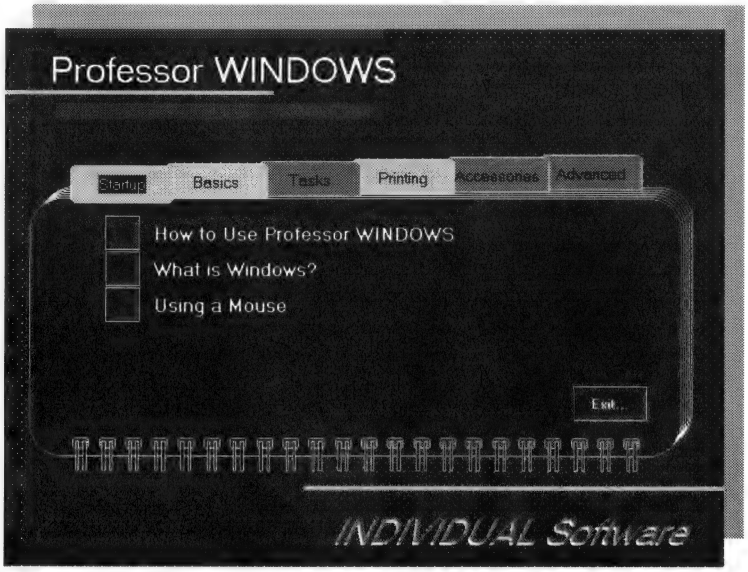
   If the icon is not visible, use the Keyboard method. Press **Alt + hyphen** and press **X** to maximize the window to its full size.

To reinstall Professor WINDOWS see page 3, **Installing Professor WINDOWS**.

PROFESSOR WINDOWS FEATURES

USING THE MENU

The Professor WINDOWS' **Menu** groups information into sections, with each section divided into lessons. Each lesson will display a check mark as it is completed.



To move between sections:

- Mouse users — Click on the desired tab.
- Keyboard users — Use ← → to highlight the desired tab.

To start a lesson:

- Mouse users — Click on the desired button.
- Keyboard users — Use ↑ ↓ to highlight the desired button, and press **Enter**.

To exit Professor WINDOWS from the Menu:

- Mouse users — Click on the Exit button.
- Keyboard users — Use the **Tab** key to highlight the Exit button, and press **Enter**.

SPECIAL BUTTONS, ICONS, AND KEYS

Professor WINDOWS has special buttons, icons, and key combinations to move through Professor WINDOWS and to access special features.

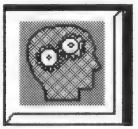
NEXT
To move to the next screen, click on this button or press **Ctrl** + →.

PREVIOUS
This button or **Ctrl** + ← will take you back to the previous screen in the lesson.

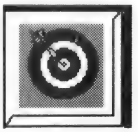
RETURN TO MENU
Click on this button or press **Ctrl** + **Enter** to return to the Menu.

OPTIONS WINDOW
This special button or **Ctrl** + **O** takes you to an options window offering a variety of special buttons and information.

QUESTION
The Question icon lets you know at-a-glance that a question needs answering.



ACTIVITY
This special icon signifies that there is a special activity to complete before continuing to the next screen.



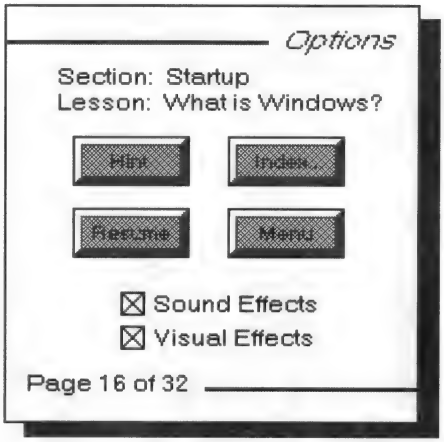
PRACTICE
When you see this icon, get ready to test your knowledge by practicing what the interaction requests. When you finish, press **Ctrl** + → or click on the **NEXT** button.

THE OPTIONS WINDOW

In the lower portion of every Professor WINDOWS' screen appears the **OPTIONS** button.

- If you press **Ctrl + O** or click on

you will see this:

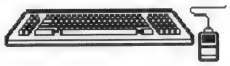


The Options window is the one to remember! It provides you with:

- the lesson and section name you are currently running
- the current screen number and total screen count in the lesson
- access to a helpful **Hint** to aid you in answering the screen interaction, if a hint is available.
- direct access to the **Index**, featuring hundreds of terms and topics. Select a term for a quick review or to learn a topic for the first time.
- the option to **Resume** your place in the course.
- the option to return to Professor WINDOWS' **Menu.**
- the ability to turn On or Off **Sound** and **Visual** Effects. The ☒ indicates that the option is on. A ☐ indicates that the option is off.

KEYBOARD SHORTCUTS

Professor WINDOWS makes learning easy for mouse users and keyboard users alike.



- **KEYBOARD USERS:** Some pages present the mouse method of performing a Windows task. If you would like to know the keyboard method for this task, press **Ctrl + K** for the **Keyboard Method** window. It describes the same information, but for a keyboard user.

To make using a keyboard easy, here is a chart of all key combinations available in Professor WINDOWS.

FEATURE	KEYS
Next	Ctrl + →
Previous	Ctrl + ←
Exit to Main Menu	Ctrl + Enter
Exit to Windows	Ctrl + X
Index	Ctrl + I
Keyboard Method	Ctrl + K
Options	Ctrl + O

Note: These features are activated by holding the **Ctrl** key down while pressing the desired key.

CUSTOMER SERVICE

WARRANTY REGISTRATION

To receive the following benefits, you must become a registered owner by filling out and returning the Warranty Registration card included in this manual. Retain a copy of your sales receipt for proof of purchase date. When you register your ownership of Professor WINDOWS, you are entitled to receive these benefits:

- Obtaining a replacement copy
- Obtaining updates and enhanced products at a discount.
- Use of our Hot Line customer service.
- Addition to our customer list, to receive new product information as it is published.

MAKING A BACKUP COPY

As a licensee of Professor WINDOWS, you are entitled to make one (1) backup copy for archival purposes. This is for the sole purpose of backing up your software and protecting your investment from loss. Only the the original purchaser of this license is entitled to its use.

DISKETTE LIMITED WARRANTY

To the original purchaser only, INDIVIDUAL Software does warrant the magnetic disks on which the program was recorded to be free from defects in materials and faulty workmanship under normal use and service for a period of 120 days from the date of purchase.

CUSTOMER SUPPORT

INDIVIDUAL Software is dedicated to developing high quality training and utility software. All INDIVIDUAL programs are designed to meet very specific objectives and are fully tested before release.

At INDIVIDUAL, customer satisfaction is a high priority. Our customer support staff is available weekdays from 9 to 5, Pacific Time, to answer questions or solve any problems that might occur.

We encourage you to call or send in the Customer Service card, included in this manual, if the need arises.

ORDERING A WARRANTY REPLACEMENT

If your diskette is defective within the 120 day warranty period, fill out the Customer Service card included in this manual and mail the card and the defective diskette to INDIVIDUAL Software, Attn: Customer Service. Be sure to check the box marked "Warranty Replacement" on the Customer Service card.

You may want to contact Customer Support to verify that the diskette is defective.

ORDERING AN OUT-OF-WARRANTY REPLACEMENT

If your diskette is defective after the 120 day warranty period has expired, you may still order an Out-of-Warranty Replacement up to three years after the original date of purchase. Fill out the Customer Service card included in this manual and mail the card, the defective diskette(s) and your payment of $15.00, to INDIVIDUAL Software, Attn: Customer Service. California residents must add applicable sales tax.

MEDIA EXCHANGE

If the diskette you received is a different size than the one required by your computer, you are eligible for a media exchange. Fill out the Customer Service card and mail the card with the original diskette(s) to INDIVIDUAL Software, Attn: Customer Service. Be careful to specify the size you need.

TROUBLESHOOTING

ABOUT TROUBLESHOOTING

Because of Professor WINDOWS' unique approach to Windows training, you will be able to experience and practice real Windows tasks in a protected environment. At times, you may encounter a Professor WINDOWS message. Simply follow the instructions given to you.

In most cases, you can solve any problem you might encounter by:

1. Exiting any other Windows applications that are running. (Press **Alt** + **F4** to close a Windows application).
2. Exiting Windows and restarting Windows and Professor WINDOWS. (Press **Alt** + **F4** until you exit Windows, then start Professor WINDOWS as described on page 6).
3. Reinstalling Professor WINDOWS. (Follow installation instructions as described on page 3).

If a Professor WINDOWS message persists after trying these options, feel free to contact Customer Support.

This Troubleshooting section lists specific Microsoft Windows messages you may encounter while using Professor WINDOWS. After each message, is an explanation and a suggested solution. For more information on these messages, consult your documentation or other resource on Microsoft Windows.

MESSAGES

MICROSOFT WINDOWS MESSAGES

- **Insufficient Memory to Run Application; close one or more applications to increase available memory and try again.**

  This error may occur if Windows is low on memory. If so, close any applications you don't need and try again.

- **Application Execution Error. Cannot find file; check to insure the path and file name are correct.**

  If this occurs, a Professor WINDOWS file is missing. If you see this message, reinstall Professor WINDOWS as described on page 3.

- **Unrecoverable Application Error**

  If you see this Windows error message, choose OK. Then exit Windows completely, and restart the course, as described on page 6.

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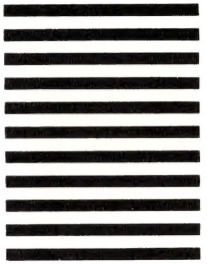

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 24 SAN CARLOS, CA

POSTAGE WILL BE PAID BY:

INDIVIDUAL SOFTWARE, INC.
125 Shoreway Road, Suite 3000
San Carlos, CA 94070-2704

INDIVIDUAL's Professor WINDOWS™ Warranty Registration Card

Customer Information:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Country _____ Telephone (_____) _____

Where Purchased: Purchase Date _____

Dealer / Company _____

Address _____

City _____ State _____ Zip _____

System Information:

Computer Model: _____ Memory: _____K

Monitor: ☐ Hercules ☐ EGA ☐ VGA

Drives: ☐ 3 1/2" ☐ 5 1/4" ☐ Hard Disk _____ mb

Use environment: ☐ Office ☐ Home

How did you learn about the product?

☐ Dealer ☐ Exhibition ☐ Review

☐ Ad ☐ Friend ☐ Store Display

Publication / Exhibition Name: _____

Serial Number (see opening screens): _____

COMMENTS: _____

Warranty Replacement and Exchange Checklist

- ☐ Defective Diskette(s) Enclosed
- ☐ Customer Service Card Completed and Enclosed
- ☐ Payment of $15 Enclosed for Out-of-Warranty Replacement
- ☐ Envelope Addressed to: **Individual Software Inc.**
  Attn: CUSTOMER SERVICE
  125 Shoreway Road, Suite #3000
  San Carlos, CA 94070

INDIVIDUAL's Professor WINDOWS™ Customer Service Card

Customer Information:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Telephone (_____) _____

Process Required: (Check item)

- ☐ Warranty Replacement
- ☐ Out-of-Warranty Replacement
- ☐ 360k diskettes needed

Form of Payment:

☐ Check ☐ VISA ☐ MasterCard

Card #_____

Expiration Date:_____

Signature:_____

Date:_____

COMMENTS:_____

_____

_____

_____

_____

(For immediate assistance, call customer service toll free: 800-331-3313 or 800-874-2042 inside CA)